

DreamBeautyPhotography

Wedding Planning Guide 1 Year Out

DreamBeautyPhotography

12-9 Months Before

- _____ Start a Wedding Binder (Congratulations, we have done that for you)
- _____ Work out your budget (See Spread Sheet Provided)
- _____ Start your Guest list (See Spread Sheet Provided)
- _____ Pick your Wedding Party
- _____ Find and Reserve your venue (Use attachment with Venue Questions)
- _____ Research caterers, rings, florist, DJ/Band
- _____ Throw and Engagement Party.

7 Months Before

- _____ Purchase a Dress
- _____ Find a Tux rental or Purchase a Suit
- _____ Hire Photographer
- _____ Do a Engagement Session
- _____ Book entertainment
- _____ Reserve a block of hotel rooms for out of town guests
- _____ Meet Caterers
- _____ Register
- _____ Launch your wedding website

6-5 Months Before

- _____ Select and purchase invitations Wedding, rehearsal dinner, and Wedding shower
- _____ Shop for Bridesmaids dresses
- _____ Send out save the dates
- _____ Book Florist
- _____ Meet with Officiant
- _____ Arrange Transportation
- _____ Start planning your honeymoon.

4 Months Before

- _____ Book Rehearsal Dinner
- _____ Select and order your cake
- _____ Send the guest list to your bridal shower host
- _____ Schedule your hair and makeup artists
- _____ Choose your music
- _____ Purchase wedding shoes and start dress fittings
- _____ Check on Wedding invitations

3 Months Before

- _____ Order Favors
- _____ Order something for guests to toss for send off Lavender, Bird Seed, bubbles etc
- _____ Make the list of people giving toasts
- _____ Finalize menu and flowers
- _____ Finalize those who will speak at the ceremony
- _____ Print menu cards and programs
- _____ Send your event and schedule to the vendors (Cater, Venue, DJ/BAND, Photographer, Videographer, ect)
- _____ Purchases the rings

2 Months Before

- _____ Review the playlist with DJ or Band
- _____ Check in with the vendors
- _____ Send out invitations
- _____ Meet with your photographer
- _____ Purchase Bridesmaids gifts and Groomsmen gifts
- _____ Submit a newspaper wedding announcement
- _____ Wedding Shower

1 Month Before

- _____ Get your marriage license
- _____ Organize and track your guest list
- _____ Visit the dressmaker
- _____ Send out your final payments
- _____ Email and print driving directions
- _____ Mail Rehearsal dinner invitations

Week of the Wedding

- _____ Confirm your hair, make up, nail and massage, appointments
- _____ Confirm with Vendors, Caters, DJ/BAND, Photographer etc
- _____ Write your vows
- _____ Send a timeline to bridal party
- _____ Pick up your dress
- _____ Pick up tuxs (usually 3 days before they will let them come in and fit them)
- _____ Delegate Wedding day tasks
- _____ Pack for your honeymoon

Wedding Weekend Timeline

Thursday:

Check-in and setup

1:00 p.m. Check-in at the hall and begin decorating. Check with your venue and ensure this is a time you can come in most are flexible.

Friday:

12:00 p.m. Nail salon and a massage if you can afford it. I always recommend a massage for brides and grooms before the wedding day Couples massage highly recommended

Rehearsal dinner

5:00 p.m. Rehearsal begins

7:00 p.m. Rehearsal dinner begins

10:00 p.m. Rehearsal dinner ends

Saturday:

Wedding

9:00 a.m Hair and makeup for bridesmaids begins either on-site or at the salon which ever works best for your bridesmaids.

12:00 p.m. Bride begins hair and makeup

2:15 p.m. Bride gets into her wedding dress

2:40 p.m. Bride and groom first look and photos, If you are not doing a first look or unveiling then this would be the time when you would get Brides maids and Bride photos

3:30 p.m. Bridal party and family shots

3:30 p.m. Shuttles from hotels begin

4:30 p.m. Wedding party arrives on-site

4:30 p.m. Ceremony musicians arrive and begin to play

5:00 p.m. Wedding invitation start time/DJ or reception band to arrive on-site

6:00 p.m. Ceremony ends/cocktails begin, this would be the time when bride and groom and photographer would go and get Portraits

7:00 p.m. Cocktails ends and guests are ushered into the reception

7:20 p.m. Introduction and first dance—guests asked to join after

7:45 p.m. Guests take their seats and first course is served

8:00 p.m. Welcome speech from parents

8:10 p.m. First course cleared and main course set

8:45 p.m. Toasts from maid of honor and best man

9:00 p.m. Parent dances—father/daughter and mother/son dances

10:30 p.m. Cake cutting

11:30 p.m. The send off, Bride and Groom make their exit.

Questions to ask your Wedding Venue

AVAILABILITY & LOGISTICS

1. Is my preferred wedding date available? If not, are there any surrounding dates available?

Pro tip: Try to visit venues before you've chosen an exact date. If you have a few options or a range of dates that might work, you'll be more likely to secure a spot at your venue of choice.

2. How many guests can the venue accommodate?

3. Can I hold my ceremony here, too? Is there an additional charge?

4. How many weddings or events do you host on one day? On one weekend?

Pro tip: Ideally, you'll want to be the only event on-site on your wedding day, as having other events happening can result in less set-up time, limited venue access, and confusion for your guests. If you're not guaranteed to be the only event that day, find out how much it would cost to do a complete buyout, as well as ask about how the staff handles having multiple events at once.

DreamBeautyPhotography

5. How many hours are included in the rental of the space? Is there an overtime fee?

6. Do you have liability insurance?

7. Is the site handicap accessible?

8. How many bathrooms are there? Will we need to rent additional portable restrooms?

9. Is parking available on-site? How many spaces are there? Will guests be charged for parking?

10. Are taxis/rideshares easily accessible from the venue?

11. If a shuttle service is needed, can you assist with setting it up?

12. What overnight accommodations do you provide? Do you offer a discount for booking multiple rooms—or a complimentary room or upgrade for the newlyweds?

13. If no accommodations are available, what are the nearest hotels to the venue?

14. Do you have your own sound equipment and speakers, or will those need to be rented or provided by the entertainment?

15. Are there noise restrictions?

16. Is there anything special happening on-site during that time of year?

17. What is the backup plan for rain or inclement weather?

Pro tip: Be sure to tour this space, as well. While no one wants rain on their wedding day, it definitely happens and it's important that you love your Plan B just as much as Plan A.

18. Are there "getting ready" rooms available on-site?

19. How much time is allocated for the rehearsal?

BUDGET

20. What is the venue fee and what is included in the total? Does it cover service charges, gratuity, and cleaning fees, or are those additional line items?

DreamBeautyPhotography

21. What are the rates for different days of the week and times (Friday, Saturday, Sunday; morning, afternoon, evening)? What about different seasons?

Pro tip: Some venues offer a discount for booking an off-season date or a Sunday through Friday wedding.

22. How much is the deposit and when is it due? Is it refundable?

23. How do you structure the payment schedule?

Pro tip: Most venues will have you pay a deposit upon signing the contract, and the balance in installments between the day you sign and your wedding date.

24. What is the cancellation policy?

Pro tip: Be sure to find out how long you have to cancel and get your money back (or at least some of it).

VENDORS & SETUP

25. Can we choose our own vendors, or do you have a preferred or exclusive vendor list?

Pro tip: If your venue doesn't require you to use their vendors, ask if there are any they recommend most highly. A vendor who is familiar with your venue will already know the quirks and challenges of the space, which will make your planning process that much easier.

26. Is there a coordinator on staff? Who will be my main contact?

Pro tip: If they aren't the person you're doing your site visit with, ask to meet these contacts in person. Having a good rapport with your main contact will make the planning process much more smooth.

27. Can the venue accommodate a DJ or live band?

28. What security services do you offer?

29. Do you provide a coat check service?

30. What time can my vendors start setting up on the day of the wedding?

31. Will your staff be involved in setting up and breaking down the decor? In what capacity?

Pro tip: A venue like a hotel will usually have staff available to help arrange and set the tables, then help pack up any rented glassware, flatware, and dishes at the end of the night. Confirm exactly what the venue's staff will be doing so you can pass that information on to your other vendors.

FOOD & BEVERAGE

32. Do you have an in-house caterer or a list of preferred caterers, or do I need to provide my own? Even if there is an in-house caterer, do I have the option of using an outside caterer instead?

33. If I hire my own caterer, are kitchen facilities available for them?

34. Is there a food and beverage minimum?

Pro tip: Venues with in-house caterers will often have a food and beverage minimum that you're required to meet as part of the contract—essentially a minimum amount you need to spend. Find out what happens if you don't meet it, as well as what upgraded options you might be able to add to your menu to help you meet that minimum.

35. What are the tax and service/gratuuity charges?

36. Can we do a tasting before we finalize our menu? Is there a charge?

37. Are tables, chairs, linens, plates, silverware, and glassware provided, or will I have to rent them myself or get them through my caterer?

38. Do you have a liquor license?

39. Can I bring my own alcohol and is there a corkage fee?

Pro tip: Many venues offer the option of purchasing liquor directly through them (especially if they have an exclusive or in-house caterer), which is convenient. It can, however, come with a hefty markup. Find out if you can source your liquor elsewhere, which allows you to price-shop, or if you can buy it yourself and bring it to the event for their staff to serve.

40. Is there a fee for bringing our own cake or desserts?

41. Is there a cake-cutting/serving fee?

DECOR & RENTALS

42. What floor plan do you recommend for my guest count?

Pro tip: Find out how many guests you can fit in the space with and without a dance floor, with a band vs. with a DJ (as a band will require more space), and with round vs. rectangular or square tables to understand which decisions will help you maximize the space and your guest list.

43. Are there any decor restrictions? Are candles permitted?

Pro tip: Some venues have restrictions on whether or not you can hang decorations from the ceiling or on the walls. Also, some venues do not allow candles so you may have to opt for LED candles, instead.

44. Do you have signage or other aids to direct guests to my event?

45. Do you provide heaters and/or umbrellas for the outdoor spaces?

[https://www.minted.com/wedding-ideas/must-ask-wedding-venue-questions?
utm_medium=display&utm_source=pinterest&utm_sub=dr&utm_campaign=3Q_2018_wedding_acqui
sition_conversions&utm_content=productcopy&utm_cs=724e5f&utm_device=m&utm_int=a](https://www.minted.com/wedding-ideas/must-ask-wedding-venue-questions?utm_medium=display&utm_source=pinterest&utm_sub=dr&utm_campaign=3Q_2018_wedding_acquisition_conversions&utm_content=productcopy&utm_cs=724e5f&utm_device=m&utm_int=a)

Questions to ask your Florist

1. Can we see photos of your wedding you've done?
2. Do you have one particular style, or will you work with us to create arrangements that match our vision?
3. Will you look at pictures we've found to help explain what we want?
4. Can we see sample arrangements?
5. Do you specialize in weddings?
6. What other types of events have you done?
7. Have you done any events at our site?
8. Where do you get the flowers for the arrangements?

DreamBeautyPhotography

9. Are arrangements made the day of or before? How are they stored?

10. Will you be on hand on the wedding day arranging and setting up, or will someone else be doing this?

11. If someone else, can we see this person's work and meet him/her?

12. Do you provide an aisle runner for the ceremony?

13. Do you provide candles and create displays with them?

14. Can you build a wedding canopy or huppah?

15. Can you work with our cake decorator if we want flowers on the cake? Are you familiar with the safety issues regarding edible flowers and the need to use flowers free from pesticides?

16. Do you do flower favors?

DreamBeautyPhotography

17. What will the costs be for the different elements we are interested in?

18. Can you suggest some money-saving strategies?

19. Will the flowers we're interested in be in season at the time of our wedding? If not, can you suggest some similar-looking alternatives to save money?

20. How do you feel about transforming pew arrangements from the ceremony into centerpieces for the reception to help ease our budget?

21. Are there delivery and setup fees?

22. Are the centerpieces vases ours keep or do they need to go back to your?

23. How many planning meetings should we expect to have?

DreamBeautyPhotography

24. How many other events are you scheduled to work on our weddings day?

25. What time would the flowers be delivered, and when would you (and your team) arrive to set up?

26. Do you have liability insurance?

27. How much of a deposit do you require?

28. When is the balance due?

29. What is your cancellation policy?

30. Do you have references?

<https://calibouquet.com/30-questions-ask-wedding-florist/>

Question to ask your caterers

1. What are the menu selections?
2. Does wine come with the menu? Is there an extra fee for the wine?
3. Can we schedule a tasting and if so, when?
4. Is there a minimum that has to be spent?
5. What is your cancellation policy?
6. What is your payment schedule?
7. How many appetizers do you prepare per guest? What is your appetizer selection?
8. How many servers walk around to serve the appetizers?

DreamBeautyPhotography

9. Where will the cocktail hour be held? Will the bar remain open after the meal is served? Is there a fee for that?

10. How many people can each reception & Cocktail Hour table seat?

11. Is there a cake cutting fee? Do you provide the wedding cake?

12. Is the gratuity added on the bill? What additional fees are added on the bill? Is the gratuity amount subject to increase before the date of the event?

13. When do you need the final guest headcount?

14. Do you provide extra tables for gifts, guest name tags and the guest sign in book? If you are at a hotel, can the gifts be taken to our room for security purposes?

15. Do you provide all the napkins, tablecloths, tables, chairs, plates, silverware and glasses?

16. What color linens do you provide?

17. In what style are the diner napkins folded?

18. What time do you recommend serving the meal? What is a typical reception like? How does it flow?

19. Do you serve salads pre-set on the plate or are they served after guests are seated?

20. When do our meal selections have to be complete?

21. Can you handle additional meals such as a brunch the next morning for out of town guests? If so, what is your brunch menu?

DreamBeautyPhotography

22.How many guests can the banquet hall accommodate?

23.Can you mail us a contract? When does it have to be signed and returned?

24.What deposit do we have to put down to hold our date?

25.Can you provide vegetarian or kosher meals if they are needed? Can you handle other special dietary requests?

26.If you are serving different entrees, how does the caterer determine which guest gets which entree?

27.Do you have a kids menu?

28.If you plan to have different stations like a pasta station or a prime rib station, is there a serving fee per station?

29. Are your evening prices more than your daytime prices?

30. Who will be in charge of my party and be my point of contact?

31. How far in advance of the event do you set up the dining room?

Questions to ask your photographer

List of What to Ask your Wedding Photographer

12 questions to make sure your photographer has answered and covered.

1. Have you ever shot at my wedding venue?

If they have then they may have wedding albums they can show you of photos taken there, this will get an idea of the sort and style of photos you will have, it also makes it a little easier as your photographer will already know those great little spots for this beautiful couple shots. If they haven't then there is no need to worry, they may wish to go and check out the venue before hand or get there a little earlier to have a walk around.

2. Can I request certain images to be taken?

If there are some family photos you would like taking then let your photographer know well in advance. Make sure they have a list and know when you would like them taken. You may want some shots of you with your mum and dad, the rest of the family, a large group shot, make sure you let your photographer know and have someone help round up the people when the shots are going to be done. Don't give your photographer a long list of photos you want taken, such as you and the groom on the steps outside, then on the little bridge in the grounds, and then a large group shot on the stairs, let your photographer do their job and their years of experience and creative flare.

3. How many hours are included in your package?

Make sure you are getting everything captured that you want. Plan out the day and the timings and ensure your photographer is there to capture it all, check how many hours is included in a full days coverage, do you want your photographer to get photos of you and your bridesmaids getting ready, do you want them to be around to capture your first dance? Think about how many hours you will need and the schedule for your day and ensure your photographer will be there to cover it all.

4. How much would it cost for an additional hour?

You may have booked your photographer and agreed everything with them, however you may have changed the timings slightly, the cake cutting has been moved back slightly which has moved your first dance back so it is little later now, if timings are tight and you maybe pushed then speak to your photographer and see if you can agree for them to stay an extra hour and find out how much they would charge for this. It maybe better to have your photographer booked to be there a little later so that you don't feel rushed and stressed on the day to get everything done before your photographer leaves.

5. How much is it for a second shooter?

You don't want to miss anything, so perhaps you should consider a second photographer to capture moments from another angle. This is great if you want photos of you and your bridesmaids getting ready which maybe in one hotel, and then the groom and the guys getting ready in another. You can get photos of people walking in outside the church and photos of people sitting down, 2 shooters are great for larger weddings ensuring no moment is missed.

6. How many photos should I receive from my wedding?

A photographer could take over a 1000 images on the day but you won't see all of them, so do find out how many you should expect to receive once edited. You can read more about this and [why wedding photographers won't give you unedited photos in our article here](#).

7. How long after the wedding should it take till I see my photos?

Once your day is over and your wedding photographer has gone away they will then start editing your photos. They will take hundreds of photos of you day and these will need cropping, editing, some will be removed to ensure that you are left with the best photos that tell the perfect story of your wedding day. This can take anywhere between 2-8 weeks, but ask your photographer, at peak season it may take longer, if you need or would like some photos before then, then speak to your photographer and see if they can give you a few sneak peak photos earlier on.

8. How will I receive my images?

Prints? Download them? Disc? USB? When you hire your wedding photographer you should know how you will get your photos, the standard way is on a USB pen or a download link, many photographers will also send you photo versions perfect for social media that are saved for the web. They may also give you access to a web gallery where you and your guests can login and view the photos from the day. If you want them to be printed or an album made up for you then speak to your photographer and see what options they have and the cost for this. What better way to see your wedding photos than in a beautifully presented wedding album that tells the story of your beautiful wedding day.

9. Is an album included?

If so, ask to see one to make sure you are happy with it, if not then is there something they recommend. If you have agreed for your photographer to put an album together for you ask to view a completed album, ensure you are happy with the quality of albums they are using and the way the photos are presented.

10. What happens if you are ill, or there is an emergency?

Find out the backup plan. For peace of mind ask them about their back up plan. Photographers with years of experience will have a plan, they may have a little list of trusted photographers they can call upon if they cannot make it for whatever reason, by asking this you will also feel more relaxed and be able to trust them. If you ask this and your photographer doesn't have a plan or ignores the question then do challenge them, this is one day and one chance to capture, so they should have a back up plan.

11. What information do you need from me before the wedding day?

Give your photographer all the information they need prior to the day so they can be left to do what they do best. They will want to know the exact locations of the ceremony, reception and party, as well as the exact times of the day, where you will be getting ready, what time you will be leaving to go to the church, what time you plan to cut the cake, this ensures your photographer knows where to be at the right time. This is why hiring a professional wedding photography is so important, the have experience of knowing where to be at the right time, where to get the best shots, events that will unfold at certain times and likely photos that will capture true emotion of the day.

12. How much of a deposit do you require and when is it due?

Find out the payment terms and how much you require to pay to book them. Wedding photographers can be booked up to 2 years in advance, so ensure you get your photographer booked as soon as you can.

Bonus Tip

The photographer should make you feel at ease, no question is silly and really your photographer should cover this all for you so when they say 'do you have any questions' you draw a blank and feel confident in them and that everything you need to know has been discussed.

When looking for a Wedding Photographer here a few questions to ask yourself:

- Do I feel a positive connection with this photographer and their work?
- Am I comfortable and confident with this person's work?
- Has this photographer listened well and addressed all my concerns?
- Do I trust this person to capture the biggest day of my life?

You photographer should answer any questions you have and address any concerns, if you come away with any worries then perhaps get back in touch with them or get in touch with someone else and see how you feel, go with your gut, if you love their work, feel confident with them and feel you can trust them, then get them booked.

DreamBeautyPhotography

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Weekly Planner

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	Sunday